



# CRESCENT VALLEY ROBOTICS TEAM 955

CORVALLIS, OREGON

## Team 955 Executive Committee Minutes

July 19, 2011, 19:00-21:15

Present: Will, Kevin, Melinda, John, Mike, Tim, Kelly, Dave, Cathy

Absent: Ginny, Jim

1. Reviewed *agenda*.
2. Debrief on the *car wash*. Income = \$ 620 + bottles. Expenses = None (small undocumented). Cathy created a car wash list (or recipe), peer reviewed by adults, and submitted to EC on 7/20. [ ] **Mike** will store the car wash recipe on the EC site (in development). Discussion regarding missed opportunities: customers who left, or turned away. The event was successful, but a bit understaffed.
3. Debrief on the *BBQ*. Income = none. Exp = about \$180 food + \$55 rental. Successful, but enthusiasm dampened by mid-July rain. Discussion regarding venue. Consensus opinion to use MLK barn next year. [ ] **John** will reserve same site for 2012 (3d Saturday in July). [ ] **Cathy** will develop a BBQ list or recipe, and send it out for review.
4. *Communication*.
  1. We will keep minutes.
  2. We will provide minutes to Nadine for communication to the team.
  3. Michael Groom noted not all 955 members are getting information (such as BBQ venue change). [ ] **Kevin** is following up with Michael to make sure email lists are working correctly.
  4. Kelly has drafted a 955 Trifold. The draft is gifted to James Gotchall for further development and report back to EC in August. Kevin wrote letter to paper thanking Autozone for the venue. [ ] **John** will forward to James.
5. *Financial* procedures. Melinda gave detailed discussions regarding the following.
  1. Welcome letters to established and novice Team 955 parents were reviewed. Melinda has these copies. [ ] **Melinda & Ginny** are managing distribution of letters.
  2. Detailed discussion of Team 955 Financial information. [ ] **Mike** will store this handout on the EC website. Details include Accounts, Reimbursement, Purchase Orders, now defunct District Credit Card, & Donations. [ ] **Melinda** will send John/EC e-copy of district restrictions on managing donations and expenses. There was discussion about possibly excessive restrictions compared to other organizations (4H, Boy Scouts). Brief discussion on 501(3)c.
6. *Aug 27th car wash*. Discussion on deploying next car wash. [ ] **Kelly** will lead and try to get student leaders to organize.
7. *Handbook* - how do we tackle it? [ ] **Mike** will develop a platform for both public and EC access.

8. *Prep for letter-writing* campaign (alumni roster, donor list). This usually starts in Sept-Nov. [ ] **Barb Ward** are going over alumni and donor roster. John volunteered to help with these lists. Discussion regarding expanding roster to include more CV graduates: engineering club, specific graduates.

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Briefly discussed or queued up for next meeting (August 2):

- Team building plans.
- Design Process:
  1. Understand the Problem Statement—identify & design to constraints.
  2. Risk Management—robustness and KISS

Rapid Decision Making—avoid “Design by Committee” while being inclusive and willing to delegate.

Ron Simms is going to be involved.

- Technology Development—off season work for things like Vision Systems, Drive Train, and Battery Cart.
- Leadership development plans [ ] **Tim** is meeting with Kevin and Will for further development. Tim mentions “empower Student Leaders and Mentors.
- Schedule Management Process—the technocrats ask that they not manage the schedule.
- Progress on fund-raising
- Progress on shop organization
  
- Exec committee - is this structure working for the team? Is it working for you? what's not working?
- More financial procedures